



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

REPLY TO
ATTENTION OF

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1. PURPOSE. To establish responsibilities, policies, and operating procedures for the USAG Bamberg Central Issue Facility (CIF).

2. REFERENCES:

- a. AR 710-2, Supply Policy Below the National Level, 28 March 2008
- b. AR 735-5, Policies and procedures for Property Accountability, 28 February 2005
- c. DA Pam 710-2-1, Using Unit Supply System, (Manual Procedures), 31 December 1997
- d. CTA 50-900, - Common Table of Allowance
- e. CTA 50-970, - Common Table of Allowance for Expendable items
- f. FM 21-15, - Care and Use of Individual Clothing and Equipment
- g. TM 10-8400-203-23, - General Repair Procedures for Clothing and Individual Equipment
- h. TM 10-8400-201-23, - General Repair Procedures for Clothing and Individual Equipment

3. APPLICABILITY. This SOP applies to USAG Bamberg CIF customers and supported units who require the issue, exchange or turn-in of Organizational Clothing and Individual Equipment (OCIE).

4. GENERAL.

a. The objective is to issue the OCIE Mandatory Issue List (OMIL) items identified at Appendix D to all USAREUR soldiers. All V Corps units and other units that deploy to Operation Enduring Freedom or Operation Iraqi Freedom are authorized the items identified in Appendix D3.

b. Additional OCIE will be issued to individuals based on Military Occupational Specialty (MOS), or an approved unit supplemental list. Standard MOS based mandatory issue items for aviator crewmen, combat vehicle crewmen, mechanics, and cooks are at Appendix D1.

c. As a general policy USAREUR units will not supplement the OMIL. Requirements to support contingency missions will be satisfied from contingency stockade stored in the theater and issued prior to a contingency execution. However unit supplemental lists will be authorized if fully justified based on unique mission requirements. Refer to paragraph 9c.

d. Emergency Essential Civilians (EEC), as defined by TDA position are authorized the OCIE equipment listed in Appendix D2. Emergency Essential Civilians deploying with units to either OEF or OIF are authorized to draw protective Body Armor and the Desert Combat Uniform (DCU). The new Army Combat Uniform (ACU) is not authorized for wear by civilian personnel.

e. Contingency stocks for deployment requirements will be satisfied from USAREUR contingency stocks. These stocks will be stored by the 21st TSC and managed by the 21st TSC OCIE Management Cell. Refer to paragraph 10 for more details.

f. USAREUR units and activities are not authorized to stock, store, nor issue OCIE. Exceptions are listed in paragraph 9b and 13.

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g. All Active Duty Military Personnel in processing or out processing at the CIF must be in military duty uniform. Exceptions: Emergency Essential Civilians and Reservists.

5. ASSUMPTIONS.

a. Initial issues of OCIE will be made based upon sizing information provided by USAREUR Community Administrative System (UCAS). All issues will be pre-pulled prior to arrival of the soldier at the CIF.

b. OCIE turn-in appointments will be accepted based upon UCAS clearing information.

c. The 21st TSC operates a USAREUR Supply Support Activity (SSA) to support the USAG Central Issue Facilities.

6. RESPONSIBILITIES.

a. Supply and Services Division, USAG Bamberg, DOL is responsible for:

(1) Accountability of OCIE within the USAG Bamberg area of responsibility, (AOR) through appointment of a CIF Property Book Officer, (PBO).

(2) Prescribing SOPs for the CIF and customers.

(3) Ensuring that the CIF is a mandatory clearance block included on the DA Form 137 (Installation Clearance Record) for individuals possessing OCIE.

(4) Resolving customer complaints.

b. The 38th HRC, Detachments, are responsible for providing current SIDPERS rosters to the units on a quarterly basis.

c. In-processing and Transition Center (ITC) is responsible for ensuring:

(1) Soldiers report to the Installation CIF with a clothing record (DA Form 3645) from their previous assignment.

(2) Soldiers depart the Installation CIF with a current clothing record in their possession.

(3) Soldiers do not complete clearance process without a CIF stamp on DA Form 137.

d. Civilian Personnel Assistance Center (CPAC) is responsible for:

(1) Providing a list of EEC's to the CIF PBO

(2) Ensuring no EEC is allowed to complete the clearance process without a CIF stamp on DA Form 137.

e. Unit Commanders are responsible for the OCIE readiness of their unit. Commanders will:

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- (1) Ensure the policies outlined in this SOP and cited references are enforced and that Accountability and individual maintenance of the OCIE are accomplished.
- (2) Ensure all service members under his Command have been issued the required OCIE.
- (3) Inspect and inventory OCIE after major exercises to ensure that it is complete and serviceable. Personnel in the rank of sergeant and above may be exempt from the inventory if they sign a statement that they have the required OCIE and it is in serviceable condition.
- (4) Maintain a duplicate copy of each individuals clothing record (DA Form 3645/3645-1) which is automated by the ACIF computer system. Unit supply representatives will provide the clothing record to individuals conducting turn-in, issue, or DX at the CIF.
- (5) Maintain a list of OCIE that is authorized which has not been issued. The CIF will provide this list to the unit on a monthly basis. OCIE that is due out to soldiers will be reconciled on a monthly basis with CIF personnel to determine availability of items in accordance with AR 710-2 & DA Pam 710-2-1. When OCIE is available the unit supply representative will ensure the appropriate individuals within the unit draw the equipment from the CIF.
- (6) Ensure OCIE issued from the CIF is not marked with personal or unit identification with permanent ink or marker. Sew on insignia or name ID patches should only be used. Items that have been marked cannot be turned in to maintenance for repair and therefore the individual must replace the item. (AR 710-2, Para 2-14j (2)).
- (7) Ensure the unit assignment roster is reconciled with the CIF assignment roster and clothing records on a quarterly basis.
- (8) Provide the USAG Bamberg CIF PBO with an MOS density listing semi-annually.
- (9) Ensure that assigned personnel account for the OCIE they are issued and that they clear the CIF prior to departing the unit.
- (10) Ensure soldiers turn-in excess OCIE when a change in duty assignment occurs and Any specialized OCIE is no longer required, e.g. combat vehicle crewman, (CVC) requiring the CVC coveralls, etc., assigned to non-CVC duties.
- (11) Ensure that soldiers report to the CIF with required documents, (clothing records for transferable OCIE, ID Card, orders, and MOS Supplemental Clothing Issue Memorandums.) In-processing soldiers should have a copy of the clothing record from their previous assignment. If a soldier arrives without a clothing record from the previous assignment, the unit commander will request a copy of the record from the previous unit and ensure previously issued items are turned in according to AR 710-2-1, paragraph 10-8.
- (12) Ensure soldiers do not request direct exchange of OCIE because of minor discoloration or flaws (Condition Code B), which do not impair the intended use of the item.
- (13) Ensure turn-in items are inventoried and clean before the turn-in process at the CIF starts. Personnel who out-process with shortages or damaged items must have the appropriate adjustment documents when clearing the CIF, (DA Form 200 Financial Liability Investigation of Property Loss, (FLIPL) and DD Form 362 (Statement of Charges/Cash Collection Voucher)). EEC's must turn in OCIE

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issue to the CIF if their EEC status changes. EEC's on change-of-station orders must clear the CIF before leaving the unit.

(a) A FLIPL will be initiated when individuals do not admit to financial liability for the loss, damage, or destruction of OCIE or when any individual fails to clear CIF upon departure and the unit cannot provide the CIF with PCS or ETS orders for the new duty location of the soldier.

(b) The CIF will initiate a Statement of Charges when liability for loss, damage, or destruction of OCIE is admitted. The CIF will only accept the authenticated copy of the voucher by Army Finance (Payment Copy).

(14) Unit commanders, (or their designated representative with assumption of command orders) are authorized to approve individual damage statements for OCIE if an investigation by the unit commander or the soldier's chain of command (squad leader, platoon sergeant/leader, or first sergeant) reveals the damage occurred during a field exercise and did involve neither negligence nor willful misconduct. The statement must certify that the damage did not result from misconduct, or negligence (i.e., Damage Statement is required for items \$50.00 or more in value). The Commander or designated representative will approve and sign the statement. Statements must be prepared within 15 calendar days of the units' completion of the field exercise. Individuals for whom the unit commander has approved a damage statement for OCIE will take the original signed statement and the damaged item(s) to the servicing CIF or OCIE issue point within 30 calendar days of the commander's approval for exchange. If the commander believes negligence or misconduct were involved a FLIPL should be initiated. The damage statement is required for crushed equipment, straight cuts, burns, paints, and acid damage on all items except mechanics coveralls. Damage statements should not be used for out-processing.

(15) Prepare signature cards (DA Form 1687) whenever authority has been delegated to individuals within the command to sign for bulk DX, conducting the unit OCIE reconciliation, turn-in of OCIE for deceased soldiers, or soldiers who depart the installation under other emergency conditions, and to receive copies of clothing records. Supported units will submit one DA Form 1687 each year or upon change of commander. The DA 1687 must be prepared IAW DA Pam 710-2-1 and must be accompanied with a copy of the Commander's assumption of Command orders. The delegation of authority, and assumption of Command orders, will prevent others from signing damage statements FOR THE COMMANDER.

f. Each individual is responsible for inspecting and accounting for equipment prior to signature. When the OCIE clothing record is signed the customer assumes full responsibility for the equipment and should ensure it is clean and serviceable in accordance with cited references. Prior to departing the command the individual must clear the CIF. Individuals will mark OCIE for identification only with removable tape or other non-permanent means. Markings must be removed before turn-in.

7. HOURS OF OPERATION.

a. The CIF is open Monday - Friday from 0800-1600, Closed on Thursday.

b. The respective USAG commander will determine hours of operation for CIFs.

c. The CIF is closed on American holidays.

d. The CIF is closed once a year for Annual Inventory. The dates will be posted at least two weeks prior to an inventory and will be announced in community bulletins.

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8. QUARTERLY RECONCILIATION OF OCIE RECORDS. Unit and CIF OCIE records will be reconciled quarterly to ensure assigned personnel have all of their required OCIE and that departed soldiers have properly cleared through the CIF.

a. Units must schedule and conduct quarterly reconciliation of clothing records with their supporting CIF. Appointments will be established by the CIF (Appendix A). The Supply Sergeant will bring all unit copies of clothing records, a current unit alpha roster, and an MOS density listing, as appropriate. The Unit Supply Sergeant will be responsible for ensuring that orders, clearance papers, or report of surveys are provided to the CIF for personnel that have departed the unit without properly clearing the CIF. Copies of OCIE records not previously forwarded to the unit will be issued by the CIF to the unit Supply Sergeant during the quarterly reconciliation.

b. Failure to meet reconciliation schedules results in a loss of property accountability. Unit representatives must contact the CIF to re-schedule their appointment if they are unable to meet the appointment.

c. When units fail to reconcile their clothing records a notice will be sent to the unit commander (Appendix A-2).

d. The CIF will only remove the clothing record from the Unit's files after it has been verified that:

(1) The individual has cleared.

(2) The record needs to be forwarded to the gaining CIF (USAREUR In-Theater Transfer (ITT)).

(3) Verifying that a FLIPL Loss has been initiated. Consistent quarterly reconciliations eliminate the need for most surveys or 15-6 investigations

e. Mismatch Procedures: If the unit has mismatches in records at the end of the reconciliation session, it will have 15 calendar days to provide the CIF with disposition instructions. A memo will be provided to the supply sergeant before leaving the CIF and an info copy will be forwarded to the unit commander (Appendix A-3 thru A-5). Failure to furnish the necessary disposition instructions will result in the Unit not being properly reconciled.

(1) Commanders will ensure soldiers report to the CIF with an assignment order and a copy of OCIE clothing records when soldiers are listed on the unit assignment roster and do not have a clothing record on file at the CIF.

(2) Commanders will provide proof that soldiers properly cleared the CIF when a clothing record is on file at the CIF and the soldier is no longer with the unit. Notice to initiate a FLIPL will be sent to the losing commander. Refer to AR 710-2, paragraph 2-14q and DA Pam 710-2-1, paragraph 10-13.

(a) Commanders will provide the CIF with a copy of USAREUR ITT reassignment orders so the CIF can forward the clothing record to the gaining unit commander.

(b) Commanders will provide the CIF with a FLIPL that documents how accountability for missing OCIE was re-established with any gaining unit outside the USAREUR command when soldiers PCS without properly clearing from USAG Bamberg CIF.

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(1) Soldiers in-process without a clothing record. Unit commander will request records from soldier's previous assignment and ensure duplicate copy is provided to the CIF.

(2) Soldiers do not receive an entire issue of OMIL during in-processing or when a direct exchange was requested. If sufficient stocks exist the unit commander will ensure that soldiers receive the OCIE due out to them on the unit due-out clothing report.

(3) Soldiers attempt to out-process and were returned to the unit to make up losses of equipment or to clean soiled OCIE and have not returned to the CIF. The unit commander should determine if the soldier departed the command without properly clearing the CIF. Refer to paragraph 8e (2) above.

9. AUTHORIZED STOCKS AND OCIE MINIMUM ISSUE LISTS (OMIL). USAREUR CIF's are authorized to stock OCIE identified at Appendix D. Certain MOS specific items are also authorized to be stocked in USAREUR CIF's. MOS related items are also identified at Appendix D. MOS related OCIE will be issued upon initial issue of OMIL or upon assignment to MOS specific duties. As a general policy USAREUR units will not supplement OMIL. Commanders will follow authorization procedures outlined in paragraph 9.c. below when they desire to supplement the current USAREUR OMIL.

a. OCIE is authorized to be stocked in USAREUR CIF's by the following documents:

(1) Table 4, CTA 50-900.

(2) Appendix D (OMIL for all USAREUR soldiers) of this document.

(3) Appendix D1 (for Aviators, Combat Vehicle Crewmen, Mechanics, and Cooks) of this document.

(4) Appendix D2 (for Emergency Essential Civilians) of this document.

(5) USAREUR approved OCIE unit supplements.

b. Units are authorized to order, store, and issue chemical defensive equipment, helmets with embedded electronics required OCIE for local national employees, Civilian Support Groups (CSG), and DA civilian workers requiring occupational specialty OCIE.

c. Beyond the items mentioned above USAREUR units/activities, to include Class II and IV Supply Support Activities, will not order, store, or issue OCIE without written approval from the Central Management Office, or as prescribed by USAREUR OCIE policy.

(1) Commanders in the rank of Colonel and above may request unit supplements to the OMIL based on unique mission requirements.

(2) Requests and Justifications must be submitted to and approved by USAREUR G4 based on cost and support analysis.

(3) If the requested items exceed CTA 50-900 authorizations a request for exception to policy must be forwarded through unit command channels to the USAREUR G4.

(4) Commanders will review supplemental authorizations yearly or as mission requirement change. Any deletions will be coordinated with CIF's and additions must be processed as outlined above.

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(5) Commanders will provide the CIF with an MOS density list semiannually or as mission requirements change. The MOS density list must list each MOS (total assigned and authorized), that will receive supplemental OCIE.

10. CONTINGENCY STOCKS. Contingency stocks are maintained under the operational control of the 21ST TSC OCIE Management Cell. Contingency stocks will consist of items listed at Appendix D3. Recommendation for additions or deletions to these items should be forwarded to the USAREUR G4 for approval. Refer to USAREUR Regulation 710-2-1 for additional information. CIF's will be granted limited approval to stock contingency items. Therefore unit requirements must be coordinated well in advance of a unit's deployment.

11. REQUISITIONING OCIE. The USAG Bamberg CIF PBO will requisition sustainment OCIE consistent with established funding levels to support replacement of stocks, authorized by CTA 50-900 (Table 4), and Appendix D, through 21ST TSC OCIE SSA.

a. Contingency items will be ordered by USAREUR CIF's to support a deployment, contingency, or training requirement. Prior to ordering items to support a contingency the CIF will obtain a valid project code, MIPR, or other appropriate means to ensure funding for the replacement of these items is charged to the specific unit, deployment, or training mission. Funding for these items will not be charged to USAREUR OCIE sustainment accounts.

b. Personal issue OCIE for commissioned officers, non-commissioned officers, enlisted, and EEC personnel will not be requisitioned by the CIF. Unit commanders are responsible for initial issue, or gratuitous issue, of OCIE authorized by CTA 50-900 (Tables 1 and 2).

c. Requisitions of non-standard sized OCIE will be forwarded by the unit through the CIF annex, to the CIF PBO using the Army Military Clothing Sales Store (AMCSS) sizing forms identified below:

(1) Non-standard sized footwear requests for both male and female soldiers (DD Form 150), will be filled out by the local medical facility listing the name of the soldier and then forwarded by the CIF through the CIF PBO and the 21st TSC OCIE Management Cell, to the Defense Orthopedic Footwear Clinic, 495 Summer Street, Boston, MA, 92210-2102.

(2) Non-standard sized clothing or individual equipment requests other than footwear (DD Form 358-Male or DD Form 1111-Female), will be filled out by unit supply personnel listing the name of the soldier and forwarded by the CIF annex through the CIF PBO and the 21st TSC OCIE Management Cell to the Defense Personnel Support Center, ATTN: Directorate of Manufacturing, 2800 South 20th Street, Philadelphia, PA, 19101-8419.

d. **LOCAL PURCHASE.** Local purchase is an option when emergency situations arise or when non-standard sized items are available from the MCSS and/or the CIF's are temporarily out of stock.

(1) MCSS purchases are authorized when approved by the USAG CIF PBO.

(2) Purchases will be made through the use of an approved GPC credit card authorized by 21st TSC OCIE management cell.

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12. INITIAL ISSUES. Soldiers will accept items that are serviceable and authorized for issue. Serviceability, not appearance or uniformity is the priority for OCIE issue. All USAREUR soldiers will be issued and will maintain the OCIE specified in the OMIL Tables. CIF's are not personal storage areas for OCIE required to be issued to individuals. Soldiers will not refuse any specific issue of OCIE based on personal interpretation of need or mission. The Unit Commander may determine if an item is or is not necessary for the Unit's mission.

a. All Initial issues will be scheduled through In and Out Processing. Initial issues of OMIL will be established in conjunction with ITC in-processing operating hours and will be by appointments only. Exceptions must be coordinated through ITC only after approval has been received in writing by the first General Officer in the unit's Chain of Command.

(1) The service-member must have in his possession their military ID card and be in the required duty uniform i.e. ACU's, Class A's or B's. Exceptions pregnant soldiers, Emergency Essential Civilians and Reservists.

(a) CIF personnel will screen the records to ensure that the customer has not been to the CIF previously and to establish accountability for OCIE that transferred with the soldier. Unit commanders will be notified when soldiers in-process to the CIF without clothing records. The soldiers clothing record file will be flagged and reconciled by the unit IAW reconciliation procedures outlined in paragraph 8. Commanders will request missing OCIE records from the soldier's previous assignment. The commander will ensure soldiers return OCIE to the CIF when it is determined that duplicate OCIE has been issued.

(b) Clothing Records indicating issues will be prepared in triplicate utilizing the ISM system. The original will be retained on file at the CIF. The second copy will be forwarded to the unit supply through distribution. The third copy will be retained by the service-member. Only CIF personnel will adjust the OCIE entries on the clothing record.

(2) In general OCIE authorized by CTA 50-900 for issue to government civilians will be purchased and accounted for by the property book officer to whom the civilian is assigned. However the CIF will store and maintain OCIE for issue to EEC employees for deployment or training. A unit commander may authorize EEC equipment issue before deployment based on mission or training requirements.

(a) The EEC will report to the CIF with a civilian ID card (DD Form 1173) and a memorandum from CPAC or the commander indicating that his/her position is emergency essential and that the equipment will be returned to the CIF system after the departure or reassignment of the individual from his/her place of employment. (Appendix C).

(b) Copies of civilian clothing records will be forwarded to and filed by the unit to which the EEC is assigned and an additional copy will be forwarded to the USAG CPAC where the civilian's clearance records are maintained.

b. Due-out: In cases where an initial issue, direct exchange, Statement of Charges/Cash Collection Voucher or FLIPL has been processed and the referenced item is temporarily not available at the CIF, the CIF will flag the individuals clothing record file. Unit commanders or their designated representatives will periodically screen the availability of stocks. Unit commanders will ensure soldiers receive the OCIE due out to soldiers when stocks are available. The unit commander will reconcile IAW reconciliation procedures outlined in paragraph 8.

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c. Transferable OCIE support. CIF's will establish accountability for supplemental MOS related, and special issue OCIE that transfer with soldiers. CTA authorizations will be used to determine the transferable quantity. For example, cooks (MOS 92G), will be credited with having 8 sets of cook white uniforms unless their clothing record indicates they left their previous assignment without cook whites. A commander's memorandum will be provided when this occurs (Appendix E).

(3) Aviators and crewmembers will receive ABDU when they are on active flight status and have orders available IAW AR 600-106, paragraph 2-7. They will not be issued ABDU when a "REQUEST FOR ORDERS" memorandum is presented.

(4) Requests for maternity uniforms will be accompanied by a verification of pregnancy from the hospital, and a letter signed by the commander (Appendix E). IAW DA PAM 710-2-1, paragraph 10-8.1, maternity uniforms will be turned back into CIF after the soldier no longer requires the uniform. Service members, that PCS during pregnancy will transfer with the maternity uniforms with them. The uniforms can be turned in at their next duty station CIF after termination of pregnancy.

13. DEPLOYMENT SUPPORT. Based on a specific deployment situation, additional OCIE items (an OMIL plus up) may be authorized by USAREUR G4. Plus-up item lists will be established for soldiers and civilians and added to USAREUR contingency stocks.

a. Accountability of OCIE, issued by a home station CIF, will remain with the CIF

(1) USAREUR CIF's will issue all contingency items on clothing records.

(2) Army Combat Uniform ACU's – Will be issued to deploying soldiers only after the soldier has been sized by PEO Soldier. The ACU's will be shipped to the supporting CIF within 90 days of the Units deployment.

b. Current Army Policy from HQDA is the ACU uniform is property of the US Government. Soldiers issued the ACU uniform from a fielding upon ETS, PCS or Retirement. Will maintain the uniform provided they were deployed to a Combat Zone for a minimum of 30 days. Soldiers who receive the issue and do not deploy i.e. Rear Detachment, Out Processing Chapter, ETS or PCS will be required to turn the uniforms back into CIF.

c. Soldiers who do not meet the requirements outlined in paragraph B and fail to turn – in the ACU uniforms upon ETS, PCS or Retirement will be required to either purchase the uniforms through a Statement of Charges, Cash Collection voucher or Financial Liability Investigation of Property Loss.

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The following items are being issued to units deploying to OEF and OIF:

Fame Retardant Army Combat Uniform, (FRACU)

DA151X	COAT FRACU
DA150Z	TROUSER FR ACU
DA1553	PAD ELBOW COMBAT UNIV
DA155L	PAD KNEE ACU UNIV
H20413	HAT SUN ACU
H35250	HOOD ANTI FLASH
P12029	CAP PATROL ACU
T24671	T-SHIRT MOISTURE SAND

Soldiers in Medical, POL MOS Will be issued A2CU's

DA150L	COAT, COMBAT A2CU
DA151L	TROUSER, COMBAT A2CU
U31319	UNDERSHIRT, COTTON

Rapid Fielding Initiative, (RFI)

05008N	UNDERSHIRT CW SILK BL
05009N	DRAWERS CW SILK BLACK
B14729	BAG,DUFFEL
C28472	COVER HELMET ACH UNIV
C50256	OVERALLS,COLD WEATHE
DA1556	PAD, ELBOW UNIVERSAL
DA1588	PAD, KNEE UNIVERSAL
G06171	GLOVES, FLYERS ICW
H53175	HELMET, ADV COMBAT
HA4053	SPECTACLE,COMBO UVEX
HA4064	GOGGLES INDUSTRIAL
J67052	GLOVES,FLYERS'
NA4578	IMPROVED FIRST AID KT
S04834	SHIRT, COLD WEATHER

**** Females are issued 1 additional item**

DA2595	BRA, SPORTS WICKAWAY
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MOLLE Gear or Soldier Equipment

DA6508	WAIST PACK
DA650F	PACK,FRAME,MOLLE
DA6517	BELT,MOLDED WAIST
DA651E	HYDRATION SYSTEM
DA6529	MAGAZINE POUCH, MOLLE
DA652Q	HYDRATION CARRIER
DA653U	STUFF SACK,SMALL
DA6545	CARRIER,ENTRENCHING
DA654N	ICW SLEEPING BAG
DA655K	CARRIER,FIGHTING LO
DA6562	M4 STOCK MAG POUCH
DA6563	POUCH, GRENADE
DA657E	PACK,ASSAULT,MOLLE
DA657R	RUCKSACK LRG FP MOLLE
DA6588	POUCH,CANTEEN-GENER
DA658H	POUCH,MAGAZINE
DA658R	BIVY COVER,UCP
DA658Z	PATROL BAG
DA6593	POUCH HAND GRENADE
DA659E	STUFF SACK,LARGE

ACU Gortex Universal Generation II for deploying soldiers only.

DA152X	PARKA CW ACU
DA155W	TROUSERS CW ACU

Deltoid and Auxiliary protector (DAPS) and ESBI side body Armor

C11408	CARRIER ASSEMBLY
D89418	DELTOID & AUXILLARY
J15388	INSERT,SMALL ARMS P

The below listed item is being issued to all soldiers. If not in a deploying unit the Black SAPI Plate will be issued in place of the E-SAPI for training purposes.

Universal Outer Tactical Vest and E-SAPI Plates

DA7043	BASE VEST ASSEMBLY
DA7054	YOKE AND COLLAR, ASSY
DA705V	THROAT PROTECTOR
DA7065	GROIN PROTECTOR, ASSY
J85705	INSERT ENHANCED SM

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Units must be in a deployment status before this equipment will be issued. Until the CIF has enough on hand to sustain and re-fit units that have returned from deployment the priority goes to deploying units.

Soldiers can turn –in equipment that the new Universal equipment replaces. Prior coordination with CIF must be scheduled through the Unit S4 and Company Supplies.

c. Bulk issue of standby OCIE. Some items are needed only in certain situations and should not be issued to all individuals. Based on the deployment situation authorization can be granted to issue in bulk from the 21st TSC OCIE Management Cell to specific unit property book officers versus the individual soldier. This eases the burden on the individual soldier and ensures that the items are readily available in case they are needed. The 21ST OCIE Management Cell approves standby bulk issues of OCIE.

d. Exchange eligible OCIE Unit Basic Load (UBL). Based on a specific mission (e.g. a dispersed unit in extreme cold climatic environment), a unit can carry an exchange eligible basic load of replacement OCIE for direct exchange purposes. The basic load will be hand receipted by the Division or Brigade PBO to the appropriate unit for direct exchange of OCIE rendered unserviceable through fair wear and tear (FWT). OCIE rendered unserviceable through FWT will be turned in through the property book officer and supporting SSA to the DRMO. The UBL will be prescribed and approved by the 21ST OCIE Management Cell.

(1) Prior to deployment the exchange eligible UBL will be ordered by the CIF PBO and will be laterally transferred to the unit PBO. The unit PBO will provide the CIF PBO with the Commander's Assumption of Command Order, the PBO Appointment Order, and a signature card designating an individual authorized to receive the exchange eligible UBL, and sign the lateral transfer document. The Division or Brigade PBO will receive these items and hand receipt them to the appropriate units. The PBO or unit hand receipt holder will issue OCIE items on DA Form 3645.

(2) After deployment exchange eligible OCIE UBL will be ordered by the unit from its supporting Class II and IV SSA. Units and soldiers will maintain accountability for OCIE IAW AR 710-2 and DA PAM 710-2-1. OCIE issued in a deployed Area of Operation will be issued from Unit/Activity property books or from hand receipt holders on DA Form 3645.

(3) Upon re-deployment soldiers will turn in items issued during deployment into their unit supply and clear the clothing records issued to them during deployment. The Division or Brigade PBO will turn-in the serviceable exchange eligible OCIE UBL to their supporting Class II and IV SSA.

d. The CIF will issue OCIE items to contractors and non-Army personnel through the individuals designated unit (the individuals assigned or attached unit or the unit that sponsors the individual). If the area of operations does not operate a CIF items will be ordered through the sponsoring unit PBO from the supporting class 2 and class 4 SSA. Individual accountability will be maintained on clothing records.

e. Deploying civilians will be issued the equipment identified for Emergency Essential Civilians (EEC's) at Appendix D in addition to any deployment authorized plus up. Civilians will receive the necessary OCIE once they have been issued orders indicating deployment. If authorized by the unit commander civilians can be issued deployment OCIE (EEC issue and plus up) to attend necessary training in anticipation of deployment.

f. Soldiers (including reservists and National Guard) deploying from outside of the EUCOM Area of Operations will bring deployment OCIE (USAREUR OMIL and plus up) with them. Any OCIE shortages for non-USAREUR personnel will be satisfied by USAREUR CIF's however the originating

**SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)**

unit will reimburse USAREUR for the full cost of the items. Refer to paragraph 21 for Military Interdepartmental Purchase Request (MIPR) procedures. Shortage items will be issued on a manual clothing record (DA Form 3645 at Appendix J). A copy of the record(s) will be abstracted and attached to a lateral transfer request. A memorandum will be forwarded to the unit's PBO requesting a MIPR and completion and return of the lateral transfer with the PBO voucher number assigned. Individuals will hand carry copy of the clothing record for shortage items with them. The deployed unit PBO or CIF will maintain the records.

14. DIRECT EXCHANGE PROCEDURES.

a. Customers may turn in unserviceable OCIE to the CIF for a direct exchange (DX). The CIF will not exchange items needing repairs which are defined as user repairable (Appendix I). Customers desiring to conduct DX transactions with CIF should be in possession of the unit copies of the clothing record. If the item was not issued by the CIF, or it can not be proved that the item transferred with the customer upon reassignment, it will not be exchanged.

b. Exchanges of unserviceable OCIE will be made on a one-for-one basis. The Commander will verify on damage statements that fair wear and tear (FWT) was the cause for equipment damages and that individual negligence is not suspected for items \$50.00 or more in value. Appendix G of this SOP will assist with determining if damage was caused through FWT. The CIF will not accept Aviation OCIE that is not tagged and classified by a unit ALSE inspector.

c. OCIE lost, damaged, or destroyed through personal negligence will be accounted for by means of Cash Collection Voucher/Statement of Charges, Financial liability investigation or Military Clothing Sales Store (MCSS) purchase. Refer to paragraph 16. AR 735-5 also provides guidance on the preparation and use of the adjustment documents.

d. In those instances where CIF does not have serviceable items to direct exchange, the unserviceable item(s) will be turned in by the customer, and the copies of clothing record will be updated accordingly. In addition, the CIF will flag the individuals clothing record file. Unit Commanders, or their designated representatives, will periodically screen the availability of stocks. Unit commanders will ensure soldiers receive the OCIE due out to soldiers, when stocks are available to fill the due out. The unit commander will reconcile IAW reconciliation procedures outlined in paragraph 8.

e. Customers should perform all user-level maintenance on OCIE prior to reporting to CIF for direct exchange. The CIF will not exchange an item requiring user-level maintenance. Unit supply rooms will maintain repair kits for individual maintenance of equipment

f. Items to be exchanged must be clean, (i.e., free of mud, oil, grease, paint, and other foreign matter). All name tapes and other insignia should be removed before exchange.

g. The unit must make a Unit appointment with CIF when bulk DX is required of 5 or more soldiers. The Unit Supply designated on the signature card DA Form 1687 must be present during the unit appointment. Units should provide advance notice and indicate the items to be exchanged so CIF personnel can determine the availability and properly prepare for the bulk exchange. When the OCIE to be exchanged is the result of FWT, unit supply can arrange to bring the OCIE in for the unit. This method applies when only a few items need to be DX'ed for the majority of the unit.

h. Duffle bags belonging to deploying soldiers may be marked with unit and individual identifications. Removable markings (for example, tape or tags) are preferred to permanent or semi permanent markings.

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If removable markings do not meet mission requirements, painted markings may be used. Duffle bags should be painted on the bottom only and be completely resurfaced with a black or Tan crack-resistant paint before turn-in to the CIF.

15. CLEARANCE AND TURN-IN. Commanders will ensure OCIE is turned-in IAW DA PAM 710-2-1. Customers will report to, and out-process from the CIF that originally issued their OCIE. When records are retained by another CIF, other than where the soldier is assigned, the commander must request they be transferred. Commanders are also responsible for obtaining Clothing records from the soldier's last duty assignment, when a soldier's duty location changes. Commanders of individuals will ensure that all OCIE items are clean and that maintenance has been performed prior to initiating the turn-in process at the CIF. Therefore, it is highly recommended that the CIF be the first station a soldier reports to prior to departing the unit. This will preclude last minute cleaning or processing of paperwork for missing or damaged items.

a. Personnel who out-process with missing, or damaged, OCIE must have their processed adjustment documents with them, when reporting to the CIF. The soldier's clothing record will be flagged if he/she is returned to the unit to obtain an adjustment document for missing or destroyed OCIE. Unit commanders are responsible for reconciling the records IAW paragraph 8.

(1) CIF's will not accept damaged OCIE in excess of \$50.00 or more in value when a FWT damage statement is not provided.

(2) OCIE that is missing, or damaged through obvious negligence, will be accounted for by one of the following adjustment documents: Cash Collection Voucher/Statement of Charges, or Financial Liability Investigation of Property Loss.

(3) Aviation OCIE will not be accepted by the CIF if it is not tagged and classified by the unit ALSE inspector.

b. Standard Out-processing Procedures. Customers will have copies of their clothing record, clearance papers, reassignment orders, and/or adjustment documents. Three copies of clothing records are produced by the ISM system, when out-processing is complete (turn-in, exchange, or adjustment).

(1) The original copy of the clothing record for transferable items will be given to the soldier. The soldier will report to his next duty station, and CIF, with this copy. * Note soldiers should retain this copy and safe guard with their personal records as proof.

(2) The losing CIF Annex will forward the second copy to the soldier's losing unit supply representative. * Supply personnel are required to pick up these copies from CIF on a weekly basis.

(3) The third copy of the clothing record will be retained by the CIF. This copy of the Clothing record, and a copy of the reassignment orders, will be retained in an inactive file. Inactive files will be retained for 12 months from the date the soldier turns in their OCIE to the CIF.

c. Permanent Change of Station (PCS) within the USAREUR Command. USAREUR policy is to transfer OCIE in the possession of the soldier to the gaining USAREUR CIF. The DA Form 137 will be stamped indicating that the individual has cleared the CIF, and that no OCIE was turned in.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
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d. Permanent Change of Station (PCS) outside the USAREUR Command. The DA Form 137 will be stamped indicating that the individual has cleared the CIF. The soldiers will turn in the specific items that are not authorized to be shipped with them in their House Hold Goods shipment (**This does not apply to Army Reserve or National Guard soldiers**). Upon arrival at the next duty station the gaining CIF will reissue only the items that were turned in. Soldiers are required to ensure they maintain proper 100% accountability of the items that they PCS with. * Note should the shipment be lost, damaged or stolen. **Soldiers are not authorized to be financially reimbursed for lost OCIE equipment.**

e. Expiration of Tour of Service (ETS). The DA Form 137 will be stamped indicating that the individual has cleared the CIF, and that all OCIE, except non-recoverable property, was turned in. The original copy of the clothing record will be retained by the CIF in an inactive file. Inactive files will be retained for 12 months from the date the soldier turns in his/her OCIE to the CIF.

f. In cases when another soldier/civilian must clear an individual (e.g., AWOL, MEDEVAC, etc.), the individual turning in the equipment will have a memorandum signed by the unit commander authorizing the turn-in, or clearing action (Appendix H). Partial turn-ins are not authorized. The unit commander is responsible for items not turned-in. An adjustment document will be provided when OCIE is missing. Refer to paragraphs 8 and 15a above. ***Statement of Charges cannot be processed on a soldier who has left the Community.**

g. Found on Installation Property. A free turn-in policy is in effect at the USAG Bamberg CIF for all serviceable found on installation (FOI) OCIE property that is stocked by the CIF. Unserviceable OCIE, and property not stocked by the CIF will be disposed of through unit supply channels.

h. Commanders and supervisors of EEC's will ensure that OCIE is turned in to the CIF NLT 60 days following re-deployment, or if their job status changes to non-emergency essential. Additionally, they will ensure EEC's clear the CIF before leaving the unit on change of station orders.

i. Contingency items will be turned into the CIF that issued the items within 60 days after Re-Deployment. These stocks will be returned to the 21st OCIE SSA inventory for re-issue.

16. PROPERTY ADJUSTMENT DOCUMENTS. When loss of OCIE occurs, or damages to OCIE appear to be caused through negligence, and/or liability for the loss or damage is admitted, the unit has three courses of action:

a. Purchase from the Military Clothing Sales Store (MCSS). This is not the preferred method of replacing lost or negligently damaged items. However, personnel may use the MCSS if the item is identified by a national stock number (NSN).

b. Cash Collection Voucher/ Statement of Charges (DD Form 362). The Cash Collection Voucher/Statement of Charges will be prepared IAW AR 735-5 by the supporting CIF. OCIE equipment is installation property and can only be depreciated by 10% as outlined. The purchase of OCIE is to permit replacement of lost, damaged, or destroyed property for which the individual is financially liable, and will not be used for personal use, or to duplicate sets of OCIE for displays, inspections, and so forth.

c. Financial Liability Investigation of Property Loss (FLIPL) may be initiated by the Unit Commander with the recommendation that the soldier be found liable for Neglect. ***Only personnel designated on a DA Form 1687 Signature Card can turn –in and receive FLIPL'S**

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Standing Operating Procedures (SOP)

d. When liability is not admitted, the unit commander will initiate a Financial Liability Investigation of Loss Property (DD Form 200). Financial Liability Investigation of Loss Property (FLIPL) will be prepared IAW AR 735-5, Chap 13 Para 13-3.

(1) The unit representative will hand carry the original document to the CIF for signature and assignment of a document number, after a FLIPL number has been signed by the FLIPL imitating authority. The FLIPL will be further processed as outlined in paragraph d below.

(2) The FLIPL will be processed and completed by the appointing/approving authority through the chain of command the individual is assigned to at the time of the loss or damage.

d. The Unit supply will bring individual and unit copies of the clothing record along with the appropriate relief from responsibility adjustment document.

(1) When completed adjustment documents are returned to the CIF, the items listed will be re-issued, or the clothing record will be cleared, when the customer is out-processing.

(2) Turn-in credit will be given to the customer for items that are temporarily out of stock and not available for issue. The unit commander will reconcile OCIE due out to soldiers IAW reconciliation procedures outlined in paragraph 8. Unit commanders, or their designated representatives, will periodically screen the availability of CIF stocks. Unit commanders will ensure soldiers receive the OCIE due out to soldiers, when stocks are available to fill the due out.

17. PREPARATION OF DA FORMS 3645/3645-1. The USAG Bamberg CIF will maintain automated clothing records.

a. Customers will sign all automated records in ink. When an individual is not available to sign the record, and a designee has been appointed, the designee will sign.

b. Only CIF personnel are authorized to annotate manual clothing records after non-USAREUR customers have received and signed for OCIE to complete their deployment OMIL. Refer to paragraph 13f.

c. Inventories (show-downs) conducted by the unit, prior to the CIF initial issue to document items that transferred with the soldier, will be reflected on a separate clothing record when soldiers report to the new duty station without a clothing record.

d. Hand receipt holders of bulk issued standby OCIE will prepare DA Form 3645 and obtain signatures, whenever an issue is made to an individual.

e. Hand receipt holders of DX UBL will prepare DA Form 3645 and obtain signatures, whenever an issue is made to an individual who can not produce the same item of equipment, rendered unserviceable through FWT, for direct exchange.

18. LATERAL TRANSFERS

a. Lateral transfers of OCIE between CIF's, or tenant unit PBO's, are approved by the losing Unit Commander or his representative, the USAG DOL.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

b. Lateral transfer of OCIE to units external to USAREUR will be approved by 21ST OCIE Management Cell.

19. TEMPORARY LOAN OF OCIE. Temporary loan requests will be submitted 45 days in advance of the event in order to ensure availability of the items. Temporary loans will not exceed 90 days and require the approval of the CIF PBO. All requests to extend temporary hand receipt loans past 90 days must be approved by the CIF Manager.

a. Temporary loans are authorized for:

(1) Units needing a temporary pre-positioned package of OCIE items, to direct exchange, OCIE rendered unserviceable, during major field problems, or training exercises. Support packages will be limited to no more than 5% of the unit troop strength on exercises, and will not be used to direct exchange OCIE in a garrison environment.

(2) Civilians requiring the use of safety equipment while attending live fire demonstrations, or similar events sponsored by the Army to promote military awareness programs, i.e. Spouse Appreciation Day.

(3) Contractor/non-Army personnel deploying in support of a contingency operation. Refer to deployment support, paragraph 13d to determine support requirements.

b. Units will prepare a list, listing items by quantity, NSN and nomenclature. The unit commander will appoint a commissioned officer or E-7 or above to be the hand receipt holder. A Delegation of Authority (DA Form 1687) for hand receipt holders and Assumption of Command Memorandum are required to be on file with the hand receipt.

(1) The CIF will not routinely stock OCIE to anticipate loans of OCIE to be used for the purposes described above.

(2) Requirements that can't be satisfied from local CIF stocks will be referred to the 200th MMC OCIE management cell, and the requesting unit will be advised accordingly.

20. INVENTORIES.

a. CIF's will inventory on hand stocks of OCIE semiannually. Physical inventory of OCIE stocks will not exceed 1 Calendar Week. Adjustment document processing time frames, established by Regulation will not be exceeded. The CIF PBO will announce dates. USAG DOL's will coordinate closure dates with supported customers. Only emergency issues will be processed during the inventory.

b. Units will inventory OCIE:

(1) Within 72 hours after major training exercises, or deployments.

(2) Upon In-processing, or out-processing, of personnel to the unit.

21. OCIE FUNDING. USAG's will be granted fiscal year (FY) drawing authority based upon sustainment budget requests submitted annually. Drawing authority will be reviewed periodically and adjusted based upon mission and need.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
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- a. New item fielding by HQDA or USAREUR to specified units will be centrally funded.
- b. Units are responsible for funding the initial issue of approved supplemental items not presently on an approved unit supplemental issue list. This includes funding for non-central funded new items listed as authorized or discretionary in CTA 50-900. Units will provide funding directly to 21st OCIE Management Cell, using DD Form 448 (Military Interdepartmental Purchase Request). A copy of the MIPR will be furnished to the supporting CIF.
- c. The ODCSOPS will provide funding for direct exchange (DX) and sustainment support for USAREUR units/activities to the 21st TSC. USAREUR units/activities will receive DX and sustainment support from the CIF on a non-reimbursable basis. USAREUR USAG's also receive OCIE support from the 21st TSC on a non-reimbursable basis. The 21st TSC will establish administrative funding levels to monitor the amount of OCIE being requisitioned by USAREUR CIF's. The 21st TSC will ensure that an adequate supply of OCIE is available at the OCIE SSA to support the needs of USAREUR units and CIF's. Projected funding shortfalls to meet USAREUR OCIE requirements will be identified by the 21st TSC.
- d. DX and sustainment support for contractors and non-USAREUR units/activities will be on a reimbursable basis (exceptions are 5th Signal Command and the US Army Element, Allied Command Europe, which receive support on a non-reimbursable basis). Non-USAREUR Units/activities will provide funds to 21st TSC at the beginning of each fiscal year but no later than 1 Nov. MIPR's will be submitted to cover issues of OCIE made by USAREUR CIF's to make up shortages of OCIE for non-USAREUR units/activities on deployments, when a fiscal year MIPR is not on file with the USAREUR G4. A copy of MIPR will be furnished to the supporting CIF. Funds will be provided according to the USAREUR established reimbursement rate for OCIE support. Memorandums of agreement, memorandums of understanding, or inter-service support agreements will be the basis for determining reimbursement.
- e. Units/activities that provide support for Local National, DA Civilian or contract employees will reimburse 21st TSC at the beginning of each fiscal year. A copy of the MIPR will be furnished to the supporting CIF. Funds will be provided according to the USAREUR established reimbursement rate for OCIE support.
- f. 21st TSC will MIPR appropriate funding to USAG CIF's to handle the emergency issue of an out-of-stock item for deploying soldiers, from AAFES MCSS. Refer to paragraph 12c.

22. OCIE SERVICEABILITY CRITERIA AND REPAIR PARTS.

- a. Serviceability criteria for OCIE are outlined in applicable technical manuals. Appearance alone will not be used to determine replacement through the wholesale supply system. AR 32-31 prescribes the criteria. A general synopsis is outlined at Appendix I.
- b. Expendable supplies listed in Appendix J are authorized to be stocked in the unit prescribed load, and unit supply room.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

Clifford A. Leach
Manager/ PBO

James Jannsen
Chief of Supply & Services

DISTRIBUTION:
DOL
CIF
Unit Supplies

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

DEPARTMENT OF THE ARMY
USAG Bamberg
CENTRAL ISSUE FACILITY
APO AE 09139

AETV-WG-X

22 September XXXX

MEMORANDUM FOR Commander,

SUBJECT: Reconciliation of Clothing Records at CIF (2nd QTR. FY 2001)

1. In accordance with AR 710-2, you are required to conduct a quarterly reconciliation of clothing records with your supporting CIF.
2. An appointment for your unit to conduct your quarterly reconciliation of clothing records with the CIF has been tentatively scheduled for _____.
3. Should your appointment date not be acceptable to you, please contact the CIF at DSN 469-8544 or FAX 469-8697 and arrange for another appointment date.
4. Failure to conduct your quarterly reconciliation will result in your unit being placed in a delinquent status and your unit will be denied service with the CIF until such time that your reconciliation is completed.
5. Attached is a copy of personnel, assigned to the unit, with clothing records at this CIF. Please be prepared to reconcile the differences between your records and records on file at this CIF.
6. Point of contact is the undersigned, 469-8544

CF:
DOL

Clifford A. Leach
CIF Manager

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

DEPARTMENT OF THE ARMY
USAG Bamberg
CENTRAL ISSUE FACILITY
APO AE 09139

AETV- WG-BK-CIF

25 April, XXXX

MEMORANDUM FOR Commander,

SUBJECT: Notice of Failure to Conduct Quarterly Reconciliation of OCIE Records (DA Forms 3645/3645-1),

1. References:
 - a. AR 710-2, 31 Jan 92, Supply Policy below the Wholesale Level.
 - b. DA PAM 710-2-1, 31 Jan 92, Using Unit Supply System (Manual Procedures).
 - c. External Standard Operating Procedures (SOP), Central Issue Facility (CIF),
2. Your unit has failed to reconcile its clothing records with the local CIF Annex as required by above references, during the quarter, which ended 30 March XXXX.
3. Your unit needs to reschedule a Unit Recon appointment upon receipt of the memorandum.
4. Point of contact for this memorandum is the undersigned at DSN 469-8544.

Clifford A. Leach
Manager

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE
A-2
APPENDIX A

DEPARTMENT OF THE ARMY
UNITS LETTER HEAD

AETV-WG-X (710-2)

(DATE)

MEMORANDUM FOR Commander, (Unit, APO)

SUBJECT: CIF Reconciliation Results

SUBJECT:

1. Reference: External Standard Operating Procedures (SOP), Central Issue Facility (CIF), _____.
2. On _____ a reconciliation of all DA Forms 3645/3645-1 was jointly conducted by a representative of your unit and CIF personnel.
3. During the reconciliation ____ soldiers listed in CIF records were identified as no longer with your unit. Copies of the DA Forms 3645/3645-1 are enclosed. Request you furnish a copy of the Installation Clearance Record (DA Form 137) for the identified soldier(s). If the soldier(s) departed without clearing the CIF, please contact the gaining unit to determine if accountability was reestablished IAW AR 710-2, paragraph 2-14q, initiate a report of survey, and attach the results of your findings as outlined in paragraph 16, reference above.
4. Below is the name of your unit representative with whom the reconciliation was conducted. The signature verifies that the reconciliation took place, the mismatches identified, and that this memo was received for action.

Name _____ Signature _____

CF:
File
DOL/CIF PBO

Clifford A. Leach
CIF Manager

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE
A-3
APPENDIX A

DEPARTMENT OF THE ARMY
UNITS LETTER HEAD

AETV-WG-X (710-2)

(DATE)

MEMORANDUM FOR Commander, (Unit, APO)

SUBJECT: Open Due-outs for soldiers within your unit

1. Reference: External Standard Operating Procedures (SOP), Central Issue Facility (CIF), _____.
2. On _____ a reconciliation of all DA Forms 3645/3645-1 was jointly conducted by a representative of your unit and CIF personnel.
3. During the reconciliation ____ soldiers listed in CIF records were identified with due outs. Copies of the DA Forms 3645/3645-1 are enclosed. The CIF currently has stock to fill the shortages. Request you initiate action to have the soldier receive his/her OCIE due out to them.
4. Below is the name of your unit representative with whom the reconciliation was conducted. The signature verifies that the reconciliation took place, the due outs identified, and that this memo was received for action.

Name _____ Signature _____

Clifford A. Leach
Manager

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE

APPENDIX B

DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR Central Issue Facility

SUBJECT: Request for Issue of OCIE

Request the following individual assigned to (Unit) be issued OCIE items. Assignment orders and/or clothing records are currently unavailable, and will be forwarded upon receipt from the PSC, and/or from the soldier's previous unit assignment, IAW ITC SOP.

NAME

Doe, John B.

SSN

123-45-6789

JOHN B. SMITH

CPT, QM

Commanding

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE

APPENDIX C

DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR USAG BAMBERG CIF, ATTN: (Issue Line)

SUBJECT: Request for Issue of OCIE to Emergency Essential Civilians (EEC)

1. Reference USAREUR Regulation 710-2-1.
2. The position of the civilian employee indicated below, assigned to (activity or unit), is designated as emergency essential. Request the individual be issued the OCIE as indicated on the USAREUR OCIE Mandatory Issue List (OMIL) for EEC.

NAME	SSN	Unit
Doe, John C.	000-00-0000	XXXXXX

3. If the individual departs the command without properly clearing from the CIF, I understand that my command is responsible for providing a MIPR for the entire replacement costs of the equipment in accordance with reference above. In addition, I will initiate appropriate action to establish property accountability, and for granting the CIF PBO further relief from property responsibility in accordance with Chapter 12, AR 735-5.

FRED C. SMITH
Commander or Civilian Personnel Officer

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

Appendix D USAREUR OMIL Listing

B13907	BAG BARRACKS: COTTON	1
B14729	BAG DUFFEL: NYLON DUC	1
B15825	BAG CLOTHING WATERPRO	4
C28472	COVER: HELMET CAMOUFL	1
C50256	OVERALLS COLD WEATHER	1
C96536	CANTEEN WATER: PLASTI	2
DA6508	FIELD, BUTT, & BACKPA	1
DA650F	PACK,FRAME,MOLLE	1
DA6517	BELT,MOLDED WAIST	1
DA651E	BLADDER,HYDRATION S	1
DA6529	MAGAZINE POUCH, MOLLE	1
DA652Q	CARRIER HYDRATION S	1
DA653U	STUFF SACK, SMALL, MO	1
DA6545	CARRIER,ENTRENCHING	1
DA654N	SLEEPING BAG ICW, MOD	1
DA655K	CARRIER,FIGHTING LO	1
DA6562	M4 STOCK MAG POUCH	3
DA6563	POUCH, GRENADE	1
DA657E	PACK,ASSAULT,MOLLE	1
DA657R	RUCKSACK LARGE FIEL	1
DA6588	POUCH,CANTEEN-GENER	2
DA658H	POUCH,MAGAZINE	2
DA658R	BIVY COVER, MODULAR S	1
DA658Z	BAG, PATROL, MODULAR	1
DA6593	POUCH,GRENADE,HAND	2
DA659E	STUFF SACK, LARGE, MO	1
DA7043	BASE VEST ASSEMBLY	1
DA7054	YOKE AND COLLAR,ASS	1
DA705V	THROAT PROTECTOR ASSY	1
DA7065	GROIN PROTECTOR,ASY	1
F54817	CUP WATER CANTEEN: ST	2
G39744	GAITER: NECK POLYPROP	1
G63382	GLOVE SHELL: INTERMED	1
H46744	HOOD: COLD WEATHER BA	1
H53175	HELMET: ADVANCED COMB	1
J85705	INSERT ENHANCED SMALL	2
L00210	INTRENCHING TOOL HAND	1
L70172	LINER COLD WEATHER CO	1
L70789	LINER WET WEATHER PON	1
M24944	MAT: SLEEPING SELF IN	1
N39848	OVERSHOES BOOT COMBAT	1
P05813	PARKA: WET WEATHER WO	1
P17415	PONCHO WET WEATHER: C	1
P69699	PARKA COLD WEATHER: C	1
S04834	SHIRT COLD WEATHER: B	1
T35375	TROUSERS COLD WEATHER	1
T38070	TROUSERS: WET WEATHER	1

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

- Some items will be substituted depending on deployment status and availability.
- The Universal Pattern Gortex is only being issued to Units deploying it is not a retained item.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

Appendix D-1 USAREUR Supplemental Issue MOS Specific issued items.

Supplemental Mechanics OCIE Issue		
Line Item Number (LIN)	<u>Nomenclature</u>	Quantity
C33538	COVERALLS, MECH, CAMOU	2
O10119 (note 3)	BOOTS, SAFETY (note 2)	1
Supplemental Cook OCIE Issue		
Line Item Number (LIN)	<u>Nomenclature</u>	Quantity
A86247	APRON, FOOD HANDLER (note 2)	8
O10119	BOOTS, SAFETY (note 2)	1
S84246	SMOCK, MEDICAL ASST (note 2)	8
T36211	TROUSERS, MEDICAL ASST (note 2)	8
Supplemental Fuel Handlers Issue		
Line Item Number (LIN)	<u>Nomenclature</u>	Quantity
C68790	COAT, COMBAT (ABDU)	3
J68064	GLOVES, LEATHER WORK	1
O10119	BOOTS, SAFETY (note 2)	1
T57006	TROUSERS, COMBAT (ABDU)	3

* Note these items are only authorized for issue to soldiers in these specific MOS's.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

APPENDIX D-2 Emergency Essential Civilian Issue Menu

B13907	BAG BARRACKS: COTTON	2
B14729	BAG DUFFEL: NYLON DUC	3
B15825	BAG CLOTHING WATERPRO	4
C50256	OVERALLS COLD WEATHER	1
C96536	CANTEEN WATER: PLASTI	1
DA6504	BAG SLEEPING	1
DA6506	BIVY COVER SLEEPING B	1
DA6553	STUFF SACK,COMPRESS	1
DA7043	BASE VEST ASSEMBLY	1
DA7054	YOKE AND COLLAR,ASS	1
DA705V	THROAT PROTECTOR ASSY	1
DA7065	GROIN PROTECTOR,ASY	1
F54817	CUP WATER CANTEEN: ST	1
G39744	GAITER: NECK POLYPROP	1
G63382	GLOVE SHELL: INTERMED	1
H46744	HOOD: COLD WEATHER BA	1
H53175	HELMET: ADVANCED COMB	1
J85705	INSERT ENHANCED SMALL	2
L70172	LINER COLD WEATHER CO	1
M24944	MAT: SLEEPING SELF IN	1
N39848	OVERSHOES BOOT COMBAT	1
P05813	PARKA: WET WEATHER WO	1
P17415	PONCHO WET WEATHER: C	1
P69699	PARKA COLD WEATHER: C	1
S04834	SHIRT COLD WEATHER: B	1
T35375	TROUSERS COLD WEATHER	1
T38070	TROUSERS: WET WEATHER	1
YY1890	SLEEPING BAG, BLACK	1

1. Emergency Essential Civilians are authorized issue of all protective Body Armor for deployment.
2. EEC personnel are not authorized issue of the ACU Uniform.
3. Deploying civilians must coordinate with the CIF and request the Desert Combat Uniform.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE

APPENDIX F

DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR USAG BAMBERG CIF,
APO AE 09139

SUBJECT: Request Maternity Uniforms

1. Request the following soldiers (Name, Rank, and SSN) be issued Maternity Uniforms to be worn during her pregnancy.

Name

Rank

SSN

JOHN F. SMITH
CPT, AR
Commanding

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE

APPENDIX F

DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR USAG BAMBERG CIF,
APO AE 09139

SUBJECT: Damage Statement

1. (Name, Rank, SSN) has the item(s) listed below to DX or turn in.
2. STATEMENT OF HOW THE ITEMS WERE DAMAGED. i.e., OCIE was damaged during field exercise conducted on, (dates) due to fire caused by another service member smoking in bed.

ITEMS(S) TO BE EXCHANGED/TURNED IN	SIZE	QTY	UNIT PRICE	TOTAL
Coveralls, Mechanics	Lg.	1	\$15.20	\$15.20
Case, Small Arms Ammo	N/A	2	\$4.65	9.30
		GRAND TOTAL		\$24.50

3. I or a member of my command have reviewed the circumstances surrounding the damage to the above listed item(s), and find no evidence of negligence or willful misconduct IAW Para 14-26(c), AR 735-5.

JOHN F. SMITH
LTC, AR
Commanding

SAMPLE

APPENDIX G

CLARIFICATION OF DX REQUIREMENTS

1. Reference: AR 735-5
2. Fair Wear and Tear (FWT): Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item and in accordance with its intended purpose. Example: Inner lining of the body armor vest worn through and separated due to heavy and repeated use. Soles of ICW Boot worn down through heavy and repeated use.
3. Damage: A condition that impairs either value or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial unserviceability. Example: Canteen cup dented but still has ability to hold water and cradle the canteen.
4. Damage through FWT: Property rendered unserviceable for its intended use through normal and routine use, or through its use as a safety or protective device. (Adjusted through use of a damage statement). Example: Helmet damaged in auto accident or small arms fire while protecting the owner of the safety device.
5. Damage through other than FWT: Usually implies that damage was the result of a willful act, or destructive act, or the deliberate omission of, or disregard for the regular and proper care, service, or maintenance, of equipment. (Adjusted through use of a voluntary replacement by purchase, cash collection, statement of charges, or through report of survey when liability is not admitted). Examples: Gortex Parka damaged when ... caught in spokes of bicycle, burned by cigarette, burned by POV battery acid ... melted by heater.

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

SAMPLE

APPENDIX H

DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Office Symbol (710)

Date

MEMORANDUM FOR USAG BAMBERG Central Issue Facility

SUBJECT: One Time Authorization to clear for another soldier

1. (Rank & Full Name) is hereby authorized to turn in OCIE for the following individual:

NAME	SSN
Doe, John H.	123-45-6789

2. Individual above supplements individuals on DA Form 1687 already delegated the authority to request and receives OCIE from the CIF.

3. Reason why individual cannot make the turn-in him/herself:

JOHN H. SMITH
CPT, OD
Commanding

APPENDIX I

CTA 50-900 SERVICEABILITY CRITERIA

1. The following OCIE items are considered serviceable and require repair by the individual soldier:

- a. Web gear, such as ammo pouches and the cover, canteen, having holes less than 3/8 inch wide.
- b. Overshoes, which are not missing more than two buckles consecutively (black type).
- c. Metal items, such as the canteen cup, with small dents, which do not interfere with the intended use of the item.
- d. Rubberized items having holes, not in the seam, less than 1 5/16 inch wide. Such holes will be repaired using the round patch.

- (1) 2640-00-052-6724 Repair Kit, Cold Patch, Rubber
- (2) 8465-00-753-6335 Repair Kit, Pneumatic
- (3) 8405-00-198-3747 Repair Kit, Maintenance

e. Sleeping bags with rips or tears less than two inches in length and 5/16 inch in diameter.

- (1) 8313-00-889-3632 Sewing Kit, Button
- (2) 8315-00-269-1359 Sewing Kit, Holes, OD

2. The following OCIE items are not repairable by the individual soldier, and will be direct exchanged for serviceable items, at the supporting CIF.

- a. Web gear, or load bearing vest, with holes 3/8 inch or wider.
- b. Sleeping bags with rips or tears over 1-5/16 inches in length and 5/16 inch in diameter.
- c. All rips or tears to textile items.
- d. Rubberized items with rips or tears in the seam, regardless of the size.
- e. Metal items with either dents or broken pieces, which interfere with the intended use of the item.
- f. Plastic canteens with neck threads that do not match the threads on the new CBR canteen cap.
- g. Rubberized items with holes 1 5/16 inches or wider.
- h. Overshoes missing three or more buckles, one button, and/or missing two buckles consecutively (black or green type).

SUBJECT: External USAG Bamberg Central Issue Facility (CIF)
Standing Operating Procedures (SOP)

APPENDIX J

REPAIR PARTS AUTHORIZED FOR STOCK IN UNIT SUPPLY ROOMS

1. Selected Advanced Combat Helmet repair parts: (refer to TM 10-8470-204-10)
 - A. 8470-01-530-0868 – Strap assembly, Chin
 - B. 8470-01-546-9420 – Pad, Suspension system ¾ inch
 - C. 5340-01-509-1467 – ACH, Front Bracket
 - D. 8415-01-521-8802 – Strap, Eye wear retention

EXPENDABLE SUPPLIES IDENTIFIED IN CTA 50-970

- | | |
|--|--|
| 1. 8415-00-243-9844 Mask, CW | 7. 8135-00-264-3823 Tag, Marking, Laundry |
| 2. 8415-01-006-3468 Mask, ECW | 8. 2640-00-052-6724 Repair Kit, Rubber |
| 3. 8415-00-634-2410 Cap, Food Handlers | 9. 8465-00-753-6335 Repair Kit, Pneumatic |
| 4. 4240-00-022-2946 Ear Protectors | 10. 8405-00-198-3747 Repair Kit, Wet Weather |
| 5. 8465-00-261-6629 Necklace, Personnel ID | 11. 8313-00-889-3632 Sewing Kit, Button |
| 6. 8465-00-242-4804 Tag, Personnel ID | 12. 8315-00269-1359 Sewing Kit, OD Green |